

Opening Date: March 17, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-63
Monthly Salary: \$2,748 - \$3,500*
Group/Class: A15/0156
Travel %: 5%
Division/Department: O&A/Human Resources
Number of Positions: 1

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Human Resources Assistant (Administrative Assistant IV)

Revised

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 420A- Human Resources Technician (Warrant), YN- Yeoman, 3F5X1- Administration, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf.

Job Description Summary

Performs advanced (senior-level) administrative support or technical program assistance work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations. Work involves disseminating information, maintaining filing systems, answering telephones, and administrative support work. Duties require contact and coordination with intra- and inter-agency personnel and the general public. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Human Resources Division.

Essential Job Functions

- Explains agency human resources policies, benefits, and procedures to employees or job applicants.
- Administers and processes employment applications and may conduct reference checks.
- Prepares packets that include informational documents and forms for new hires and exiting employees.
- Assists in evaluating jobs and preparing job descriptions and job postings.
- Performs administrative support functions for Human Resources staff.
- Prepares expenditure requisitions for the purchase of office supplies, equipment and other purchases and services.
- Files, photocopies, faxes, and routes documents.
- Prepares letters, memorandums and various spreadsheets using word processing and spreadsheet software.
- Develops, coordinates, and maintains record keeping and filing systems.
- Maintains databases through data entry.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Distributes and tracks mail.
- Provides telephone support for the department and back-up support to executive office when necessary.
- Arranges, coordinates, and schedules appointments for staff.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Assists with maintaining master hard copies and electronic copies of TWDB personnel information, policies, procedures, guidelines, checklists, forms, and reference materials.
- Assists with any special projects as assigned.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited high school or equivalent required.
- Two years of progressive experience in office practices and administrative support.

Preferred Qualifications

- Graduation from an accredited four-year college or university with major coursework in Business Administration or a related field.
- More than seven years of progressive experience in office practices and administrative support.
- Previous work experience in State or Federal government.
- Previous work experience in Human Resources.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Human Resources Division and of the principles and practices of public administration.
- Knowledge of complex office and administration practices and procedures.
- Skills in organizing information and records.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to timely and accurately complete a heavy workload with special attention to details.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.

Job Vacancy Notice (cont.)

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- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.